



# ERIE COUNTY PROMOTIONAL EXAM

*Please refer to our internet address at: [www.erie.gov](http://www.erie.gov)*

**A NON-REFUNDABLE \$20.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

## **Principal Personnel Clerk NO. 70-674**

### **ERIE 1 BOCES**

**\$27,800**

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF ERIE 1 BOCES. Successful candidates will be considered for employment only in the jurisdiction in which they were employed at the time of the written test. There is one present vacancy at Erie 1 BOCES. The annual salary is \$27,800. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

**QUALIFYING EXPERIENCE FOR TAKING THE TEST:** Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months in the position of Personnel Clerk.

**SPECIAL REQUIREMENT:** Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and a criminal history background check prior to appointment. A processing fee may be required.

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

**DUTIES:** A *Principal Personnel Clerk* supervises and participates in a variety of personnel duties, including the preparation and maintenance of personnel records and the processing of personnel forms; Processes or oversees the processing of personnel transactions with the department, such as appointments, promotions, transfers, reinstatement, leaves with and without pay, resignations, salary changes, increments and longevities, probation reports; prepares and maintains departmental employee records, included those listed below: supervises and trains lower level clerical staff related to personnel matters; oversees the process by which all department appointments, promotions, transfers, and reinstatements are made; oversees the process by which all department appointments, promotions, transfers, and reinstatements are made; analyzes operating problems related to personnel issues, assembles pertinent facts, develops alternative recommendations that aids in the final decision and presents these data in oral and/or written manner; works with Senior Staff in establishing and revising interdepartmental policies, practices and procedures related to personnel work; facilitates the planning and implementation of new initiatives and systems; assigns and reviews the work of subordinates for accuracy, effectiveness and correctness; works cooperatively with the County Personnel Office interpreting and applying personnel and New York State Civil Service Rules; canvasses Civil Service eligible lists; acts as information clerk where a general knowledge of personnel and benefit questions are needed; publicizes all Civil Service announcements and postings; processes Health Benefits transactions including COBRA; processes Worker's Compensation claims; processes unemployment benefits claims; works cooperatively with other department personnel and other County Departments (including, but not limited to Labor Relations, Department of Law and Personnel Department) interpreting and applying rules and policies relating to the Health Benefits Worker's Compensation Benefits, Unemployment Benefits, Safety and other Human Resources Programs; prepares Federal and State mandated reports related to personnel matters at schedules periods throughout the year; operates an alpha-numeric keyboard and microcomputer to transcribe data directly to the computer and retrieve relevant data as required; prepares relevant data for collective bargaining negotiations.

**VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED  
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)**

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE  
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

EXAMINATION DATE

**OCTOBER 6, 2012**

SEE  
REVERSE  
SIDE

APPLICATIONS MUST BE  
POSTMARKED BY

**SEPTEMBER 5, 2012**

**SUBJECTS OF EXAMINATION:** The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **OFFICE RECORD KEEPING:** These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.
2. **PERSONNEL PRINCIPLES & PRACTICES:** These questions test for knowledge of the principles and practices used in performing procedures and in addressing issues that are part of the personnel function in a governmental agency, and in responding to general questions about the personnel function.
3. **PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. **SUPERVISION:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
5. **UNDERSTANDING & INTERPRETING WRITTEN MATERIAL BASED ON LAWS, POLICIES, & PROCEDURES RELATING TO HEALTH INSURANCE & OTHER EMPLOYEE BENEFITS:** These questions test the ability to read, interpret, and apply these laws, policies, and procedures. You will be provided with brief reading selections, each followed by one or more questions. All information needed to answer the questions is contained in the reading selections. No prior knowledge is required.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**NOTICE TO CANDIDATES:** Unless otherwise noted, candidates are permitted to use quiet, hand held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

**NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)**  
**(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)**

#### INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

**RATINGS REQUIRED:** Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows:

Seniority: For each year of service in the classified service:

Less than 1 year.....	0 points
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years.....	5 points

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE.** If you have applied for any other Civil Service exams being held on the same date for employment with New York State or any other local government jurisdiction, please complete and submit a **CROSS-FILER Form** with your Erie Co. application.

If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each civil service agency to confirm arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. For this exam call (716) 858-8484 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

**MILITARY STATUS:** Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

**SPECIAL ARRANGEMENTS:** Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

**TRAINING AND EXPERIENCE:** If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

**ELIGIBILITY FOR EXAMINATION:** You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

**NOTICE:** Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

**APPLICATION FORMS:** You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

**\*\*IMPORTANT APPLICATION FEE - READ CAREFULLY\*\***

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.